

# Complete Sale

This button can affect Stock Levels, and users should be aware of this prior to use

If pressed, the Complete Sale button will:

- mark all items on the order as despatched, regardless of stock availability
- close the order
- print a receipt (if a [Hardware Integration](#) exists)

The screenshot displays an order summary for 'Order Z5922'. At the top, it shows the order status as 'Unallocated'. Below this, the payment method is 'CARD' with a date of '06/05/2025 15:02' and a total of '1.90 GBP'. A green checkmark indicates 'MANUAL iconography'. The customer is identified as 'Mr Mike Whitman'. The order contains two items: 'Yellow banana (bulk pricing) (1853y)' and 'Melon (variants in drop down) Small (36884S)'. Each item has a price of '£1.00' and a discounted price of '£0.95\*'. The 'Goods Total' is '£2.00'. A 'Discount' of '- £0.10' is applied. There is an 'Add Delivery' option. At the bottom, a blue button labeled 'Complete Sale' is visible.

| Order Z5922                                  |  |
|--|--|
| Unallocated                                  |  |
| CARD   | 06/05/2025 15:02 1.90 GBP ✓ MANUAL iconography |
| Mr Mike Whitman                              |  |
| Yellow banana (bulk pricing) (1853y)         | £1.00<br>£0.95*                                |
| Melon (variants in drop down) Small (36884S) | £1.00<br>£0.95*                                |
| Goods Total                                  | £2.00  |
| Discount                                     | - £0.10  |
| Add Delivery                                 |  |

Complete Sale

## Criteria for Display

The Complete Sale button will only display under certain criteria:

- the item is a 'Collection' order, meaning that delivery has not been configured
- the order is fully paid

It will not show if:

- an order is marked for delivery

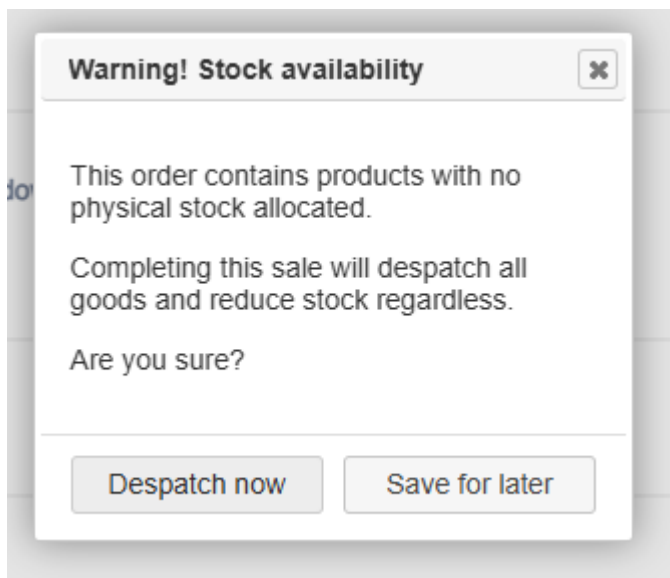
# Warning

If a user attempts to use the Complete Sale button, and not all items have available stock, a warning will be displayed.

If the user presses 'Despatch Now', stock will be automatically created to fulfil the order.

Improper use can cause stock levels to be artificially inflated

'Save for later' will cancel the process and close the pop up without completing the sale.



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Revision #4

Created 6 May 2025 13:57:18 by Mike

Updated 1 July 2026 10:04:00 by Mike